

PREPARING FOR CERTIFICATION TESTING  
*Reciprocity Exam Candidate Information*  
Office of the Arizona State Fire Marshal

PREPARING FOR THE WRITTEN CERTIFICATION EXAM

Description of the written test

The written certification exam for Fire Fighter I & II contains 150 multiple-choice questions. The exam is based on NFPA 1001. Many test questions are very specific and detailed to a particular skill or task. Candidates are provided 2½ hours to complete the Fire Fighter I & II exam. A minimum score of 75 percent (112 correct responses) is required to pass the written certification exam. Candidates applying for reciprocity have one attempt to pass the written certification exam.

How to Prepare for the Written Certification Exam

To prepare for the written certification exam, candidates should thoroughly review the materials from their certification program, such as the textbooks from *IFSTA* and *NFPA*.

Texts and Materials that can be Studied

Each certification exam is based on the NFPA standard and the *IFSTA*, and *NFPA* manuals related to the certification level. For example, to prepare for the Fire Fighter I & II written certification exam, candidates should carefully review *IFSTA Essentials of Fire Fighting*, as well as *NFPA 1001*. There are also several test preparation texts that are available to candidates, such as the *Davis Study Guides* series.

Sample Questions

**Fire Fighter I**

1. Transfer of heat by the movement of air or liquid would be considered:
  - a. Conduction
  - b. Convection
  - c. Radiation
  - d. Direct-Flame contact
2. What is a good, two fire fighter method for breaking a tight coupling without a spanner wrench?
  - a. Stiff-arm
  - b. Foot-tilt
  - c. Knee-press
  - d. Coupling-tilt

**Fire Fighter II**

1. The safest recommended means for a fire fighter to disconnect electrical service to a building is by:
  - a. cutting the service entrance wire.
  - b. pulling the meter.
  - c. locating the nearest transformer and deactivating it.
  - d. shutting off the main power breaker/fuse in the panel box.
2. Valves for water systems are broadly divided into two types. They are:
  - a. gate and indicating.
  - b. ball and check.
  - c. indicating and non-indicating.
  - d. screw and yoke.

## PREPARING FOR THE PRACTICAL SKILL CERTIFICATION EXAM

### Description of the Practical Skill Certification Exam

The Practical Skill Certification Exam is a randomly generated test that consists of 5 practical skill stations. Each station consists of one skill randomly selected from the OSFM skill sheets. Practical skill tests are graded on a pass/fail basis. Each candidate is allowed two successive attempts at each skill station. The total time at a skill station cannot exceed 10 minutes. Candidates applying for reciprocity have one attempt to pass the practical certification exam.

Candidates are not allowed to have any electronic devices, such as pagers, radios, or cellular phones, blackberries, etc., at the practical test meeting room or skill stations.

### How to Prepare for a Practical Skill Certification Exam

Because practical skill examinations are randomly generated from a test bank of the OSFM skill sheets, candidates should be prepared to perform all of the manipulative skill objectives required by NFPA 1001. Applicants for reciprocity receive a copy of all of the OSFM skill sheets when applying for reciprocity.

### Practical Skill Test Criteria

Practical skill tests are graded on a pass/fail basis. Passing means that the candidate performed the skill correctly. Failing means that the candidate performed the skill in an unsafe manner or to the point of being ineffective.

Complex skills are broken down into components and assigned a minimum number of points that are used to determine the pass/fail grade. Candidates must pass all 5 practical skill stations to pass the practical skill certification exam.

Each candidate is observed and graded on each of the manipulative skills by an OSFM certified Instructor/Evaluator. Instructor/Evaluators will use the OSFM skill sheets to evaluate each candidate to ensure consistency of grading. Manipulative skill stations are under the observation of an OSFM proctor during the testing process.

Candidates are graded using the OSFM skill sheets to ensure consistency of grading. Each of the practical skills must be completed swiftly, safely, and with competence as defined below:

**Safely**—Each manipulative skill objective must be completed without careless acts resulting in injury to the candidate or others, or damage to equipment.

**Swiftly**—Each manipulative skill objective must be completed within the allotted time.

**With Competence**—Each manipulative skill objective is performed in accordance with the OSFM standard, and skills work sheets. This includes performing the proper steps in sequence.

## REQUESTING A CERTIFICATE

After passing the certification exam, candidates are eligible to receive a certificate and ID card documenting their certification. To receive a certificate and ID card, candidates must:

- Obtain a *Certificate Request* form from the OSFM Website at [www.dbfs.state.az.us](http://www.dbfs.state.az.us).
- Submit the following to the ASFMO:
  1. A Completed *Certificate Request* form
  2. Copy of photo ID

3. Check or money order payable to the Arizona State Fire Marshal's Office  
(\$15 for Arizona certificate)

#### CONTACTING THE OFFICE OF THE ARIZONA STATE FIRE MARSHAL

**Telephone:**

602-364-1075

To schedule written exam testing and request certificates

602-364-1075

To schedule practical skill exam testing

602-364-1081

State Fire Training Director

602-364-1084

Fax

**Write to:**

Office of the Arizona State Fire Marshal

1110 W. Washington, Suite 100

Phoenix, AZ 85007